

**EVENTS COMMITTEE MEETING
MONDAY 9 SEPTEMBER 2019 – 7.00PM**

- 1. Apologies**
- 2. Declaration of Pecuniary Interest and Dispensation Requests**
- 3. Minutes of the Previous Meeting**

To note that the minutes from the Events Committee meeting held on 17 July and the 19 August 2019 will be considered by Full Council on Tuesday 10 September 2019.

4. Sale of Old Radios

The Events Committee purchased a new set of long distance radios in 2015. Since then, the older radios have been put into storage. They have an approximate value of £60 a radio, including charger and they do not require a license for use. Members are asked to discuss the possible sale of these radios and price to be advertised.

5. Christmas Lights Switch On 2019

i. Budget

Members are asked to review the budget for the event.:

| CHRISTMAS LIGHTS SWITCH ON 2019 | | | | | |
|---|---------------------------------------|-----------------|-----------------------|-----------------|------------------|
| Reference | Description | 2019 | | | |
| | | Budget | Projected Expenditure | Budgeted Income | Projected Income |
| 1450 Market Expenses | Town Estates Charity Charges | 70 | | | |
| | <i>Remaining</i> | <i>70.00</i> | | | |
| 1480 Traders Income | | | | <i>400.00</i> | |
| 1430 Entertainment & Fireworks | Fireworks | 1200 | | | |
| | Olaf | | | | |
| | Novelty Mugs | | | | |
| | <i>Remaining</i> | <i>1,200.00</i> | | | |
| 1424 Miscellaneous | Misc. Expenses | 700 | | | |
| | Ofcom Radio Licence Fee (50% of cost) | | | | |

| | | | | | |
|------------------------------|---|------------------|-----------------|-----------------|------------------|
| | TEN (plus STL) Christmas Tree | | | | |
| | | <i>Remaining</i> | 700.00 | | |
| 1483 Sponsorship | Advertising Boards, Stage, Fireworks | | | 700.00 | |
| 1482 Novelty Mug Income | Mulled Wine Sales | | | 500.00 | |
| 1477 Fair Income | John Smart | | | 750.00 | |
| 1452 Car Park Closure Fee | | | 700 | | |
| | HDC | <i>Remaining</i> | 700.00 | | |
| 1438 Road Closure | | | 1850 | | |
| | Road Closure LCC Diversion Signage Street Cleaner | <i>Remaining</i> | 1,850.00 | | |
| 1431 Staging / PA | | | 2400 | | |
| | Stage Hire PA System (including hosting) | <i>Remaining</i> | 2,400.00 | | |
| 1434 First Aid | | | 170 | | |
| | JL King Medical | <i>Remaining</i> | 170.00 | | |
| 1435 Publicity | | | 900 | | |
| | Swift Flash Adverts A5 Leaflets Posters (Printing) Banners | <i>Remaining</i> | 900.00 | | |
| 17002 Staff Overtime | | | 250 | | |
| | Mark & Aaron | <i>Remaining</i> | 250.00 | | |
| SUB TOTAL | | | 8,240.00 | 0.00 | 2,350.00 |
| DIFFERENCE | | | | 8,240.00 | -2,350.00 |
| TOTAL EXPENDATURE | | | 5,890.00 | | 0.00 |
| DIFFERENCE | | | | | 5,890.00 |

ii. **Olaf**

A quotation of £75 for Olaf to attend the event. **Members are asked to approve this quotation.**

iii. **Fireworks**

A quotation of £650 has been received. **Members are asked to agree this price.** Sponsorship will be sought to cover this cost.

iv. Licensing

The cost for a Temporary Events Notice is £21 and the cost for a Street Trading License is £75. Both of these licenses are needed for the Mulled Wine stall.

Members are asked to agree this price.

v. Publicity

Quotations for publicity as follows:

4no. vinyl banners for Lutterworth signs - £210

Posters (250 A4 and 25 A3) - £31.33

500no. A5 double sided flyers - £22

Swift Flash Adverts (1/4 page) - £65 each

vi. Cone Tree Boards

The cone tree base will need to have some new boards producing that will fix to the base and the previous boards have rotted and had to be disposed of after last years event. An idea can be found on appendix A. The cost to have these printed is £160.

Members are asked to discuss what is to be done.

vii. First Aid

A quotation for First Aid cover for the event has been received and will be available at the meeting. **Members are asked to agree this price.**

viii. Christmas Tree

A quotation has been received for the supply, fitting and removal of the Christmas Tree and will be available at the meeting. **Members are asked to agree this price.**

ix. Entertainment – Acts

Members are asked to discuss inviting the schools to perform at the event.

x. Competitions

Members are asked to discuss the Shop Window competition and the possible Domestic Lighting competition which was considered after last year's event.

6. Date of Next Meeting

Monday 21 October 2019 at 7.00pm.